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**TEST INFORMATION GUIDE**

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This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Security Therapy Aide Trainee** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

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**I. English Usage & Reports (18 Questions)**

Employees in this position must be able to accurately complete reports on residents in facilities. The questions in this section test your knowledge of English usage and your ability to complete simple, structured report forms. The question topics include:

- Selecting the most effective statement, by considering whether the sentence reads clearly and is grammatically correct;
- Selecting an incorrectly spelled word among a group of correctly spelled words;
- Choosing the correct definition of words commonly encountered in this job;
- Properly completing a report form using information obtained from a job related scenario.

**II. WRITTEN INSTRUCTIONS (10 Questions)**

Employees in this job are often required to read and follow written instructions that explain how to perform various direct care tasks. This section is designed to test your ability to read and follow a variety of written instructions and correctly answer questions related to each set of instructions. The written instructions presented in this section involve proper procedures to be used to bathe patients.

**III. INTERPERSONAL RELATIONS SKILLS (11 Questions)**

Employees in this job are in daily contact with coworkers, their supervisor and the public. Workers must be able to successfully interact with coworkers and the public to promote good public relations. This section of the exam tests your ability to effectively interact with the public and other employees. Test question topics include:

- How to effectively handle disagreements with coworkers;
- Showing your supervisor that you are using appropriate skills to complete job tasks;
- Constructively criticizing coworkers.

**IV. RESIDENT COMMUNICATIONS (5 Questions)**

It is critical that an employee in this position be able to effectively communicate with residents and staff members. Test question topics include appropriate methods of communication to use to handle various situations that arise with residents on the job. Test question topics include:

- Communicating with residents to help them remain calm in emergency situations;
- Calming angry or upset residents;
- Appropriate and inappropriate means of resident communication.

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**V. MATH****(10 Questions)**

The ability to perform simple mathematical computations is essential and extremely important in this position. Job tasks which require math skills include adding and subtracting monetary amounts when making purchases and keeping a count of persons in an assigned area. Test questions in this section require you to resolve problems and situations using basic math operations including addition, subtraction, multiplication and division.